

Appendix – C

Ergonomic Evaluation Guide for Supervisors

How to Close Out an “Unresolved” Ergonomic Evaluation

When an employee requests an ergonomic evaluation, supervisors are required to ensure that the matter is resolved satisfactorily and in a timely manner. Supervisors are reminded of any outstanding (unresolved) ergonomic evaluations, via email, every 30 days within a 90-day window before the Division Director is notified. The supervisor also needs to update the “Unresolved” evaluation report and re-categorize it as a “Completed” evaluation by entering information into the employee’s evaluation form. . The following is a step-by-step procedure on how to close out an “unresolved” ergonomic evaluation.

- ? **A – Z Lab. Index**
- ? Select **“E”**
- ? Select **Ergonomic Information for Employees**
- ? Select **Eval. Request**
- ? **Login** using LDAP User Name & Password
- ? Select **My Direct Reports**
- ? Select the **Edit icon** next to the name of the employee whose evaluation they choose to update.
- ? Select **Evaluation Form**
- ? Identify all checked boxes under Corrective Actions and Recommendations
- ? Select the **Calendar icon** adjacent to **each checked box** and select the date the corrective action or recommendation was completed.
- ? Select **Save Form** at the end.
- ? Change Status from **“Unresolved” to Complete**
- ? Select the **Save** icon
- ? **Refresh** to Exit back to Main Report
- ? System generated email will be sent to the employee, the supervisor and the Division Safety Coordinator.

Reminder on when ergonomic evaluations should be requested:

- When employee moves to a new location
- When employee experiences discomfort on the job
- Per the union agreement, all CUE employees must have their workstation evaluation completed within the first 90 days of employment or relocation to a new workstation.